

POSITION DESCRIPTION
Approved For Release 2002/05/06 : CIA-RDP62-00631R000300030031-3

SECRET

1. POSITION NUMBER
R000300030031-3

Ph. 3 FTD 087.8-0910

25X1
25X1

2. CAREER SERVICE DESIGNATION	3. LANGUAGE CODE	4. AREA KNOWLEDGE CODE	5. DUTY STATION <input checked="" type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (specify)
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.			7. PLACEMENT DIVISION ONCUE, FCI

Classification Review. New position

DATE:

8. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.						
B. CWD	Legislative Counsel (Special Assistant) GS		0975.01	13	CEW	5/14/68
C. INITIATING OFFICE						

9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)	10. NAME OF EMPLOYEE (Last) (First) (Middle) (If V and S, SPECIFY)
11. ORGANIZATIONAL LOCATION OF POSITION A. OFFICE Office of the General Counsel B. DIVISION OR STAFF General Counsel Office C. BRANCH D. SECTION E. UNIT	12. CERTIFICATION This is a complete and accurate description of the duties and responsibilities of this position A. EMPLOYEE B. SUPERVISOR C. OFFICE REPRESENTATIVE D. CWD <i>[Signature]</i> 5/14/68

13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

I JOB SUMMARY

Incumbent serves as a special assistant to the Legislative Counsel. The Legislative Counsel plans, directs, coordinates and accomplishes Agency activities connected with legislative and related matters involving relations with Congress and other government agencies. Incumbent provides professional, legal and administrative assistance to the Legislative Counsel in any of that individual's area of concern as required and acts for him as assigned. Specifically, incumbent discharges duties and responsibilities as follows:

II DUTIES AND RESPONSIBILITIES

A. Reviews Congressional Record daily, for the purpose of maintaining current awareness of proposed legislation, committee activity, progress of bills toward enactment, etc., with respect to all matters of Congressional activity in which the Agency has an interest. Informs Agency components regarding information deemed of particular interest to the components; for example, informs OSI of pending Congressional activity on matters concerned with missile programs.

B. Supervises the program of obtaining and reviewing proposed legislation which may have a bearing on the Agency's mission or be of interest to the various Agency components. Analyzes bills for information therein of possible Agency interest and routes them to Agency components concerned for their information and for comment where higher echelons determine expression of an Agency viewpoint is desirable, or required.

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Furnishes background information to reviewing components, as appropriate, from own knowledge or from supplementary information obtained through liaison with members of Congress or their staffs, or from other agencies.

C. Incumbent reviews various comments received, resolves or arranges for the resolution of any problems, and drafts a consolidated comment for transmittal to higher echelons through incumbent's superior.

D. Acts as a two-way liaison point with Congressional committees, contacting the committees to obtain data on committee activities concerning which Agency components desire information, and, in response to Committee inquiries, providing information sought from the Agency or farming out queries to Agency components for formulation of replies.

E. Receives correspondence from members of Congress respecting referrals of prospective Agency employees, refers them to Office of Personnel, and reviews responses prepared by Office of Personnel.

F. Keeping informed on times, itineraries, etc. of overseas travel of members of Congress, advises DD/P Area Divisions concerned, and requests Office of Operations to debrief such travellers on their return, if to a location outside Washington. If debriefings are conducted in Washington, they are done by the Office of Central Reference and Legislative Counsel or incumbent accompanies the OCR debriefer.

G. Performs assignments assisting superior in any area of his functions as Legislative Counsel. These may include, for example, substantive legal research and presentation of facts, conclusions, and recommendations with respect to legal implications of new or existing legislation, administrative staff studies on the workings of various programs within the area of concern, such as the debriefing program for congressional travellers, or any other requirement of his superior. Incumbent may attend meetings and represent his superior in that individual's absences or as required.

H. As required, engages in liaison with counterparts in other Government agencies, exchanging or procuring views and information regarding legislative matters of mutual concern.

I. Performs related professional and administrative duties as required.

III SUPERVISION AND GUIDANCE RECEIVED

Incumbent works under the general supervision of the Legislative Counsel. The Legislative Counsel reports directly to the DCI. Incumbent is administratively under the General Counsel. Work assignments are received from the Legislative Counsel in either oral or written form. Correspondence

prepared for signature at higher levels is normally reviewed by the Legislative Counsel as well as the levels at which signed. Additional guidance is available in the form of Agency and Office regulations, notices, and directives, manuals, source holdings of law libraries, various forms of Congressional publications and those of other agencies, information obtained from points with which liaison and coordination are had, and precedents. Within this framework, incumbent of necessity operates with a high degree of independent judgment in the details of his assignments since his superior, in addition to serving as Legislative Counsel, is occupied with a wide variety of other duties in his capacity as Deputy General Counsel.

Personnel - 3

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SENDER WILL CHECK CLASSIFICATION			
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	General Counsel		
2	Attn: Adm Assistant		
3			
4	221 East Building		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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